

**RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS**  
**Agenda/Meeting Minutes for Wednesday, April 15, 2020, 6-7:30 pm**

**MEMBERS PRESENT** (**bold** = in attendance): **Alicia Whitney (Co-chair)**, **Lauren Scott (Co-chair)**, **Jeremy Altfeder (Treasurer)**, **Nerre Shuriah (Secretary)**, **Angela Dawson (NV Principal)**, **Roxanne Bellamy**, Christopher Carver, **Chastity Rivera (NV Asst Principal)**, **Rodney Berry (NV Asst Principal)**, Jewell Green (NV Parent Circle Co-Chair), Didi Andrews (NV Parent Circle Co-Chair). **Kari McGirt** (Preschool)

**QUORUM:** Yes/No

**OTHERS IN ATTENDANCE:** none

**Welcome and call to order:**

- Meeting called to order at 6:01 pm
- Welcome Guests. Tonight's agenda can be found at: <https://www.raleighoakcharter.org/governance>

**Review and approval of consent agenda:** Motion to approve the consent agenda and previous meeting's minutes made by Alicia Whitney seconded by Jeremy Altfeder and **passed**/did not pass; all in favor.

**Public comment:**

*[Items may be brought to the ROCS Board's attention under this section of the agenda. The Board will not discuss or take any action on items not listed on the agenda. Comments are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes.]*

- Sign-ups via [web form](#):
  - No signups as of 04/15/20

Topic(s) for Discussion	Description of topic	Decisions/Action/Discussion
-------------------------	----------------------	-----------------------------

<p><b>Old Business</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">ROCS Team Drive Mapping/Cleanup effort</a></li> <li>• Social Media Policy - Overview of review needed</li> </ul>	<p>Discussion:</p> <ul style="list-style-type: none"> <li>• ROCS Team Drive Mapping/Cleanup effort <ul style="list-style-type: none"> <li>◦ Google Drive cleanup delayed for Summer of 2020</li> </ul> </li> <li>• <a href="#">Social Media Policy</a> <ul style="list-style-type: none"> <li>◦ No update in April</li> </ul> </li> </ul>
<p><b>New Business</b></p>	<ul style="list-style-type: none"> <li>• From Board Planning Calendar: <ul style="list-style-type: none"> <li>◦</li> </ul> </li> </ul>	<p>Discussion:</p> <ul style="list-style-type: none"> <li>• C19 Response: <ul style="list-style-type: none"> <li>◦ Funding/finance updates - none</li> <li>◦ Admin updates - none <ul style="list-style-type: none"> <li>■ Distance learning efforts</li> <li>■ General student outreach (EC, etc)</li> </ul> </li> <li>◦ Items requiring a vote <ul style="list-style-type: none"> <li>■ 1- Raleigh Oak Charter School application for the <a href="#">Paycheck Protection Program</a> (PPP) in the amount of \$291,500. (To cover losses from preschool.) <ul style="list-style-type: none"> <li>• Fund balance appropriation from last year of ~\$40k, show as revenue in this year's projections- reporting purposes only, does not impact cash flow</li> <li>• Move to accept PPP funds of \$291,500, if awarded, by Alicia Whitney, seconded by Jeremy Altfeder. Vote passed - all in favor.</li> <li>• Nerre suggested SBA Disaster Relief Loan as well in amount of \$10k if applicable- Jeremy to research and report back</li> </ul> </li> </ul> </li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>■ 2- Jeremy Altfeder moved to approve moving \$40,000 funds from last year to this year's allocation. Alicia Whitney seconded. Vote passed - all in favor. <ul style="list-style-type: none"> <li>● Lauren Scott - asked that we make a note to move funds back if they are not needed.</li> </ul> </li> <li>● Facility <ul style="list-style-type: none"> <li>○ Discussion re: expansion into new space vs. how best to make use of current for 2020-21</li> <li>○ Potential vote on plan of action</li> <li>○ Lauren Scott- admin team is making the decision as to whether it is wise to make a big investment in space expansion given this current uncertain situation (many families out, or could switch to homeschooling permanently). Expansion was for older grade classrooms. Also considered reconfiguring current space or moving preschool into a temporary location.</li> <li>○ Kari McGirt - 4 teachers have children in school, so proximity is a plus. Could possibly consolidate preschool into one large classroom.</li> <li>○ Lauren Scott - renting mobile units at a late date is a possibility, but we would need to find location (parking lot) and configure plumbing.</li> </ul> </li> <li>● <a href="#">DRAFT Parent Survey (2019-2020)</a></li> <li>● <a href="#">DRAFT Staff EOY Survey (2019-2020)</a> <ul style="list-style-type: none"> <li>○ This is going out later than last year.</li> </ul> </li> </ul> <p>Decisions:</p> <ul style="list-style-type: none"> <li>●</li> </ul> <p>Further Action:</p> <ul style="list-style-type: none"> <li>●</li> </ul>
Committee Reports	<ul style="list-style-type: none"> <li>● <a href="#">Administrative and Education</a></li> <li>● <a href="#">Treasurer</a></li> <li>● Facilities Update</li> </ul>	<p>Discussion:</p> <ul style="list-style-type: none"> <li>● Admin and Education: Updates. <ul style="list-style-type: none"> <li>○ Angela Dawson: School closure so no attendance, no withdrawals (all students marked as present per DCI guidelines). Schedule of teacher meetings- all recorded if cannot join live. <b>Launch date is 4/27</b>. Very extensive. Chastity Rivera trained staff to create videos, assignments. Rodney Berry build conscious discipline training and put online for teacher training.</li> </ul> </li> <li>● <a href="#">Treasurer</a> <ul style="list-style-type: none"> <li>○ Jeremy Altfeder: \$57K deficit. Could be offset by \$40K from last year. Reviewing expenses to solve for gap. Collecting \$26K in tuition in arrears from</li> </ul> </li> </ul>

		<div>preschool.</div> <ul style="list-style-type: none"><li>• Governance<ul style="list-style-type: none"><li>• Start conversations for annual meeting- (held in July last year).</li></ul></li></ul>
<div>Consent Agenda</div>	<div>Board to review prior to meeting and pull information out for further discussion if necessary. This section otherwise to be approved in motion above.</div>	<div>Items requiring a vote</div> <ul style="list-style-type: none"><li>• List of minutes for approval since last full Board Meeting on 03/17/20<ul style="list-style-type: none"><li>◦ <a href="#">March Board Meeting Minutes</a></li><li>◦ <a href="#">March Emergency Sessions</a></li></ul></li><li>• Finance Committee<ul style="list-style-type: none"><li>◦ <a href="#">03.23.20 FinComm Minutes</a></li><li>◦ <a href="#">03.30.20 FinComm Minutes</a></li><li>◦ <a href="#">04.13.20 FinComm Minutes</a></li></ul></li></ul> <div>Informational items</div> <ul style="list-style-type: none"><li>• <a href="#">Board Calendar</a></li></ul>
<div>Additional Board Comments, Announcements or Other Business</div>	<ul style="list-style-type: none"><li>• Spring Community Learning Session</li></ul>	<div>Announcements/discussion:</div> <ul style="list-style-type: none"><li>• </li></ul>
<div>Closed Session</div>	<a href="#">The 2020 template</a> (for reference). <b>Note:</b> Closed session meeting minutes can be found in the same folder as corresponding public meeting minutes.	
	<ul style="list-style-type: none"><li>• Board did not move into a closed session.. (<a href="#">Closed Session Minutes</a>)</li></ul>	
<div>[Move into closed session pursuant to NC state law ...G.S. 1543-318.11 only allows a board to go into closed session regarding a contract in these circumstances: “To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. See full text of statute here: <a href="https://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-318.11.html">https://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-318.11.html</a>]</div>		
<div>Final actions and adjournment</div>	<ul style="list-style-type: none"><li>• Motion to adjourn made and passed at 6:44 pm.</li></ul>	
<div>Appendix</div> <div>Full Committee list and reports (linked when provided):</div> <ul style="list-style-type: none"><li>• <a href="#">Administrative and Education</a> (Angela Dawson, Principal)</li><li>• Executive Committee (Lauren Scott and Alicia Whitney, co-chairs) - No report</li></ul>		

- [Treasurer](#) (Jeremy Altfeder, Treasurer)
- Development: Fundraising & Outreach - (Roxanne Bellamy) No report
- Governance (Alicia Whitney) No report
- Grievance - (TBD, no report)
- Curriculum Committee (Lauren Scott) No report
- **Ad-hoc:**
  - Facilities Search (Lauren Scott) No report
- **Other:**
  - Before & After Care (Teri Gentri, Director) No report
  - [Preschool](#) (Kari McGirt, Director) -
    - Kari McGirt:
      - Raleigh Oak Preschool temporarily closed along with ROCS on March 13th.
      - We temporarily halted sending tuition invoices to enrolled families.
      - We continue to communicate with and accept registration fees from incoming families on our currently full roster for next year.
      - We are working to collect outstanding invoices from ROCS staff who have children enrolled in our preschool. Charter Success is making calls to explain what they owe.
      - Our current families have all been asked to consider making donations to offset our continuing costs which include but are not limited to our rent, insurance, janitorial service, cleaning supplies, chicken food, etc.
      - We are optimistically hoping to collect a love offering for our precious hourly staff who have been forced to apply for unemployment at this time.
      - Our director continues to keep us going without the use of a laptop. It would be helpful to have a preschool computer available.
  - Parent Circle February 2020 Minutes (Didi Andrews / Jewell Greene, co-chairs) No report

# Treasurer Report 04.15.2020



## ROP:

- March CSP report shows projected budget deficit at end of year of -\$57k.
- Cleaning up this report to help with future lending opportunities, ex: fund reserves are zero now
- Vote needed to “bring forward” our “fund balance” from last year, known as a “fund balance appropriation - approximately \$40k - will show as revenue for this year- for reporting purposes only
- CSP in process of cash flow report for now through end of year
- Rent deferment for April and beyond - working with Weingarten to make a game plan.
- PPP loan/grant applied for on 4/10 due to loss of revenues from preschool and before and after care which the school heavily relies on- application in process - results TBD - amount requested = \$291,500 which is formulaic based upon payroll for CY 2019
- Lending for new facility put on hold due to uncertainty of enrollment and funding going forward
- Finance committee will continue to work through line items where there has not been substantial spending to refine all budget projections.

## Preschool:

- Obviously no school in session, so no income
- In process of collecting over \$26,000 in unpaid tuition from families who are in arrears
- All families have been contacted by Kari or Charter Success and if no reply, I will be contacting them directly.
- Cashflow between now and year-end dependent on collecting what is owed
- Last year’s “net income” has not been moved over to the Charter school and at this point, glad it was not as has prevented a cash flow shortage. Moving this year’s net income over to the charter school is now dependent on collecting what is owed but likely will be short of projections due to loss of revenues.



# Raleigh Oak Charter School

## Budget Analysis Report

Fiscal Year: 2020 | 3/01/2020 - 3/31/2020

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
<b>Revenues</b>						
STATE REVENUE	1,785,812.00	203,230.73	1,518,499.42	267,312.58	85.03	1,626,437.49
LOCAL REVENUE	842,871.90	123,167.22	599,232.00	243,639.90	71.09	850,217.36
FEDERAL REVENUE	43,916.15	7,782.87	7,782.87	36,133.28	17.72	43,916.15
OTHER REVENUE	129,000.00	19,689.95	98,591.26	30,408.74	76.43	122,995.19
<b>Revenues</b>	<b>2,801,600.05</b>	<b>353,870.77</b>	<b>2,224,105.55</b>	<b>0.00</b>	<b>79.39</b>	<b>2,643,566.19</b>
<b>Expenses</b>						
FACULTY AND STAFF SALARIES	1,597,604.46	144,170.84	1,118,641.70	478,962.76	70.02	1,551,154.22
EMPLOYMENT TAXES AND BENEFITS	409,531.13	28,211.93	232,591.13	176,940.00	56.79	317,226.92
INSTRUCTIONAL SUPPLIES	18,000.00	573.91	40,030.80	(22,030.80)	222.39	45,858.71
TECHNOLOGY	27,400.00	846.77	31,525.28	(4,125.28)	115.06	35,848.97
ADMINISTRATIVE COSTS	57,200.00	3,964.84	49,423.93	7,776.07	86.41	62,282.25
CONTRACTED SERVICES	125,091.05	7,176.50	56,238.03	68,853.02	44.96	144,049.99
STAFF DEVELOPMENT AND TRAVEL	38,126.00	3,389.18	29,070.37	9,055.63	76.25	38,211.00
INSURANCE	12,860.00	0.00	17,516.39	(4,656.39)	136.21	25,919.44
FACILITIES	429,591.56	10,402.70	345,234.26	84,357.30	80.36	444,321.39
NUTRITION AND FOOD	12,000.00	0.00	5,325.00	6,675.00	44.38	12,000.00
AFTER CARE PROGRAM	37,071.31	2,019.33	14,113.08	22,958.23	38.07	23,571.31
FUND RESERVES	27,000.00	269.00	866.00	26,134.00	3.21	866.00
<b>Expenses</b>	<b>2,791,475.51</b>	<b>201,025.00</b>	<b>1,940,575.97</b>	<b>0.00</b>	<b>69.52</b>	<b>2,701,310.20</b>
<b>SURPLUS/(DEFICIT)</b>	<b>10,124.54</b>	<b>152,845.77</b>	<b>283,529.58</b>			<b>(57,744.01)</b>